



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

TO: Arizona Public and Charter Schools
FROM: Character Education and Development / Arizona Department of Education
DATE: July 2008
SUBJECT: FY 2009 Character Education Matching Grant

Thank you for your interest in the Arizona Character Education Matching Grant (CEMG). Please note the following important information.

1. Schools / districts may apply for awards ranging from \$1,000 to \$10,000 per school. Matching funds are required (can include staff time, existing resources, etc. as matching funds).
2. The CEMG is administered through the ADE Grants Management (GME). A Common Logon is required to access the grant application and download files.
3. A funding alert for the CEMG will be issued July 15 through Grants Management. Applications are due September 30 for use in the 2008-09 school year.
4. Funds disbursements to awarded schools will be made in November and May.
5. Grant application, instructions and frequently asked questions are available in this document as well as additional Application Download Files through GME.
6. Regional information sessions will be held at the following locations, dates and times:

August 4 3:00-4:00pm Flagstaff- Coconino County Public Library
August 6 3:00-4:00pm Tucson - Joel D. Valdez Main Library
August 7 3:00-4:00pm Phoenix- ADE Central Office
August 13 3:00-4:00pm Mesa – Main Public Library

PLEASE CALL 602-542-1762 TO R.S.V.P for information sessions

Thank you!

Holly Cawthon
Character Education and Development
Arizona Department of Education

Character Education Matching Grant Frequently Asked Questions

Who should I contact if I have questions about this grant?

You may contact the Character Education and Development Unit at the Arizona Department of Education by phone **602-542-1762** or by email at charactered@azed.gov.

We've received this grant in the past. Can we apply again?

Yes.

What is the average dollar amount that schools request in this grant?

Schools / districts can apply for awards ranging from \$1,000 to \$10,000 and must show the ability to match these funds.

Are there any restrictions on what qualifies as "matching funds"?

Schools cannot use federal character education grant monies as matching funds. Matching funds can be comprised of a combination of cash and in-kind sources such as staff time and pre-existing materials. If you have questions about what qualifies as matching funds, please call number given above.

What activities, materials, etc. are NOT eligible for grant funding?

Grant funds may **NOT** be used for:

- Any service and/or material provided by any entity that is ***NOT*** currently listed as a Pre-Approved Provider (see Application Downloads on GME)
- Teacher stipends
- Capital expenses
- Food
- Travel expenses

If you are uncertain whether a service and/or material you would like to request will qualify for grant funding, please call the phone number given above.

Can our school apply for a grant to support a character education after-school program?

Yes, however the after-school program must be operated by the public or charter school and NOT an outside organization.

How do I choose a Pre-approved Provider (PAP)?

See Pre-Approved Providers list in Application Downloads for information on the services and materials provided by each PAP. Each school administration must determine what type of services and/or materials they want to purchase in relation to the character education program/project they want to implement. This information will help determine the best choice of PAP for each school.

Do I need to contact the selected PAP before submitting the grant application?

Yes. The amount requested and your budget narrative should reflect the actual cost of the services and materials provided by your selected PAP. You will need to contact the PAP to calculate this cost. You will be required to itemize your intended purchases using the following equation:

$$\text{Service / Item Description: cost per unit} \times \text{quantity} = \text{total cost per service / item}$$

What criterion is being used to evaluate grant applications?

Please see attached rubric.

When should I expect to be notified if we have been awarded?

Schools will be notified in late October by email.